

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

Excerpts From Referenced Memorandum

7.c. Greater emphasis should be placed on the enrollment of supervisors in the Performance Appraisal Workshop conducted by the Office of Training. Currently, there is no mention in Agency Regulations concerning training of supervisors in the use of the Fitness Report or performance evaluation.

8.b. Add in the certification block an invitation to the employee to attach any comment (not necessarily in rebuttal) which he feels will contribute to the record of his job performance and require him to check an appropriate box indicating that he has or has not chosen to do so.

8.c. Revise the Fitness Report Instructions (Tab B) to reemphasize that evaluations and narrative comments should relate to job performance and that any comments concerning potential should be confined to factors related to job requirements.

8.e. Include in the Instructions a requirement that rating officials comment on the rating performance of those employees who are themselves rating officials.

8.g. Revise Agency Regulations to make the Deputy Directors responsible for providing instructions and guidance in adapting the use of Fitness Reports so as to best evaluate the job performance of employees within their areas of jurisdiction.

Attachment

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